



## SUGGESTED PROTOCOLS FOR AN EFFICIENT MEETING

(for both presenters and attendees)

For an proper, effective and efficient meeting, we should agree to/understand the following:

### **Agenda and use of our time**

1. We will adhere to the agreed-upon agenda and agreements about time limits.
  - a. We need to cover the planned presentations and topics.
  - b. You may suggest other topics for discussion at either this or a later meeting.
  - c. Not every topic can be covered in detail in a single meeting.
2. We agree that it is crucial that everyone have a reasonable chance to be heard and to hear others.
3. We will expedite the meeting process and not cause delay.

### **Communicating effectively**

4. We give integrity our first priority.
5. One person speaks at a time; therefore, we agree there will be no side conversations, interruptions or cell phone calls.
6. We will be brief and speak to the point.
7. We will avoid repetition - If you agree with a prior comment – just say so.
8. We speak to explain our thinking, and listen to understand how others think.

### **Communicating respectfully**

9. We will respectfully and patiently address one another.
  - a. We will be respectful of others, even if their interests are not consistent with our own interests.
  - b. We will avoid dogmatism, posturing, emotionalism, rudeness, blame and threats.
  - c. We will avoid unjustified assumptions and off- the-cuff comments.
  - d. We will not unnecessarily or lightly impugn the motivation of another person/party.
10. We commit to act in good faith.